

City of Ironwood
213 S. Marquette St.
Ironwood, MI 49938



Phone: (906) 932-5050
Fax: (906) 932-5745
www.cityofironwood.org

SPECIAL MEETING NOTICE

A Special Meeting of the Ironwood City Commission will be held on **Thursday, August 25, 2022 at 3:30 P.M.** in the 2nd Floor City Commission Chambers, Memorial Building, 213 S. Marquette Street, Ironwood, MI 49938.

The purpose of the special meeting is to conduct interviews for a new City Manager for the City of Ironwood.

Wendy L. Hagstrom
City Clerk

AGENDA

1. Special Meeting Called to Order.
Pledge of Allegiance of the United States of America.
2. Recording of the Roll.
3. Citizens wishing to address the Commission regarding the process. (Three Minute Limit)
4. Conduct interviews of candidates for the City Manager position.

3:30 P.M. – Anton Graff

4:40 P.M. – Paul Anderson

5:50 P.M. – Andrew DiGiorgio

5. Citizens wishing to address the Commission regarding interviews for the City Manager position. (Three Minute Limit)
6. Adjournment.



This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



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July 18, 2022

Glenn Anderson
Michigan Municipal League

Dear Mr. Glenn Anderson,

It is with great enthusiasm that I submit my resume for the City Manager's position for the City of Ironwood, Michigan. I have twenty five plus years of public service manager experience within the Chicago Metropolitan area and recently 4 ½ years with the City of Menominee, Michigan along with being recognized as a ICMA Certified Credential Manager. I would welcome the opportunity to discuss my credentials with Mayor Kim Corcoran and the City Commissioner members.

During my years of public service, I had the opportunity to work closely with the elected officials, city staff and community partners while developing long lasting relationships throughout my career. The skills, experience and education throughout my career have provided the ability to be successful in the following areas:

- Collaboration Partnerships – Economic Development Corporation, Boundary Agreements, Consolidating 911 Operations, Municipal Insurance Pools, School/Community Projects, Historic Preservation and Restoration Project.
- Human Resource Management – Collective Bargaining, Personnel Manuals, Succession Planning, Career Development, Risk Management, Benefits and Labor Relations.
- Economic Development Initiatives – 1500 Acre Business Logistic Park, Downtown TIF District, Industrial TIF District and Enterprise Zone & Tourism/Hospitality & RT 66 Corridor planning and marketing.
- Financial Management and Budgeting – Capital Plans, Fiscal Policies, Budget Presentations
- Project Management – Water Facility expansion, Capital Project Planning & Implementation, Comprehensive Land Use Plans, Multi-Million Dollar Road and Utility Projects, City Facility Construction Projects, Environmental/Brownfield Projects.

Furthermore, I have a proven track record for obtaining grants and finding other revenue sources either in the public or private sector specifically working with regional partners, community foundations and other governmental agencies.

I believe the City Manager's position is an important connection between the policy work of the elected officials and the administration of municipal services while working closely with the department heads, city boards, and citizens along with local and regional partners.

Throughout my public service career, I have been approachable and accessible to residents, participate in community activities and developed successful partnerships with the other units of local government and the business community. I believe this experience and approach to municipal management is compatible with the expectations for the Ironwood community as the "Right Fit" as their next City Manager.

Please let me know if I can provide you with additional information. I am not requesting confidentiality and I can be reached at 630-688-9217 or email graffmd@aol.com.

Sincerely,

Anton L. Graff

Anton L. Graff, ICMA-CM

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Anton L. Graff, ICMA-CM

62 Neola Court
Yorkville, IL 60560
graffmd@aol.com, 630-688-9217

EDUCATION

Masters of Arts, Organizational Leadership, Lewis University, 2014
Graduate Coursework, Public Adm., Northern IL University, 2005
Bachelor of Arts, Criminal/Social Justice, Lewis University, 1997
Executive Management Certificate, FBI National Academy, Session 181, 1995
Diploma Criminal Justice Management Program, Aurora University, 1990

PROFESSIONAL CAREER EXPERIENCE

City Manager, City of Menominee, MI
November 2016 – July 2021

Where the BEST of Michigan Begins! Nestled on 5½ square miles along the shores of Lake Michigan's Green Bay, Menominee, Michigan offers a unique, community environment, within its Historic Waterfront Downtown District one can enjoy a variety of dining and shopping experiences. The City's full service marina features a beautifully restored historic building with unique amenities for boaters.

The City has a supportive business environment in which companies and entrepreneurs can start or expand their businesses. Menominee continues to develop its infrastructure and maintain its rail, water, air and road assets to encourage business growth. These community efforts provide the foundation for an exciting, prosperous future for both Menominee's residents, businesses and its visitors. Visit Menominee's web site www.menomineemi.us.

A full service municipality of 8,400 people with 62 full time employees, 3 collective bargaining units, with a 12 million dollar budget and supervise 10 department heads...Police, Fire, Library, Parks/Recreation, Water, Sewer, Public Works, Finance, Legal, Assessor, and Building, also the manager is responsible as the human resource department.

- COVID-19 Preparedness and Safe Return Work Plan
- Completed 6 year Capital Improvement Plan
- Updated the Downtown Redevelopment Master Plan & expanded the boundaries
- Key leader developing downtown business association strategic plan
- Partnered with Menominee County to create Brownfield Authority
- Updated the 5 Year Park & Recreation Plan
- Completed the Readiness Redevelopment Communities Evaluation & Project Plan
- Police Department initiatives: Officer Body Cameras, K9 Program & Use of Drones
- Received 2 place making grants for the downtown district to improve signage
- Collaboration grant to develop destination public art design
- Currently updating the Master Use Plan (Draft completed)

City Administrator, City of Wilmington, IL
January 2010 – November 2016

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A full service municipality of 6,000 people with 36 full time employees, 2 collective bargaining units, with a 10 million dollar budget and act as the liaison for the mayor and city council.

- Managed the annexation for the incoming 1500 acre logistic business park project which included a TIF district and zoning for 14 million sq ft of industrial buildings and 70 acre commercial site which was completed May 2010.
- Successfully won the site selection for 1.7 million sq. ft. facility for Michelin Tires Distribution Center a 70 Million Dollar Investment with 200 jobs
- Updated job descriptions, personnel policies, financial policies with a S & P upgrade to an A+ bond rating (2014)
- Received ICMA-Credential Manager's certificate
- Route 66 Corridor Tourism Regional Planning Project (\$200,000 grant)
- Received a \$150,000 grant for a new downtown pedestrian bridge & parking lot
- Received a \$1,250,000 Drug Free Grant
- Received a \$260,000 Open Space Acquisition Grant
- Received a \$60,000 Transportation Corridor Planning Grant
- Island Park Community Vision Plan for 35 acre river park site
- Revaluated all insurance premiums and conducted a RFP solicitation which resulted in a 30% savings for the City
- Negotiated collective bargaining agreements with M.A.P. (4 yr. police contract) and AFSCME (4 yr. contract)

Public Safety Security Supervisor, Chicago Premium Outlets Center, Aurora, IL
June 2009 – January 2010

The supervisor duties consist of managing the security department for the shopping Center which has 435,000 sq ft, 120 retail stores with an annual customer count of 5 million people. I worked for the IPC International Corporation, Bannockburn, IL to oversee the security contract; budget, hiring, scheduling, site assessments, crime prevention, special events and traffic control.

Interim Chief of Police, Morrison Police Department, IL
September 2008 – February 2009

An interim Chief of Police fills, on a short term basis, the vacancy created by the unscheduled departure of a department's Chief Executive Officer. The objective of the appointment is to provide short term counsel, experience and support to manage a municipal police department until a permanent replacement can be found. City population is 4,600 people, annual budget of \$460,000 with 7 full time officers.

Consultant/Real Estate Broker, Brummel Realty, LLC Yorkville, IL
June 2006 – January 2010

Real Estate Broker & Management consulting services representing land owners, commercial developers and real estate investors to facilitate governmental approval for annexation, zoning and development projects

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City Manager, City of Rochelle, Illinois (population 10,000)
October 2005 – May 2006

Working closely with the City Council, city staff, community organizations, the business community and citizens, to ensure quality services and programs are available to meet the growing needs of the City with an annual budget of \$20 million dollars and 130 full time employees.

- Managed union negotiations for renewal of 3 union contracts, Fire, Police and Utilities
- Presented 5 year financial plan adopted by City Council which included capital projects for the Electric Utilities, Roads, Water, Sewer, Parks and Facilities.
- Prepared and coordinated City Landfill study for city council to approve moving forward with an application.
- Assisted with development of new mission and vision statements while working closely with the Greater Rochelle Economic Development Corporation and creating economic incentives with short and long term plans.
- Selection process to appoint Chief of Police to replace retiring Chief.

United City of Yorkville, IL
City Administrator, July 2001 – Sept. 2005
Chief of Police, January 1992 – June 2001

Responsible for managing overall operations of a City with 12,000 citizens located within 45 miles of the City of Chicago, with 70 full time employees, with an annual budget of 15 million dollars, supervising five department heads and coordinating all administrative services, along with preparing reports for the Mayor and City Council. Yorkville is a growth community transitioning from rural like to suburban like with a projected population 20,000 people by 2013.

- Updated Comprehensive Plans adopted and revised 2002 & 2005.
- Updated and expanded public infrastructure needs to prepare for a population of 35,000 people without any increase to property taxes or user fees, all developer driven funds.
- Approval of 20+ newly annexed developments which added 12,000 housing units to the inventory, 325 acre industrial park, and five commercial sites (200 acres).
- Coordination of 5 year capital and personnel plans for all departments.
- Completed a Master Facility Plan addressing space, costs and needs assessment for all future public facilities.

Experienced and highly successful with developing community partnerships in the areas of economic development, intergovernmental cooperatives, and non-profit organizations, supporting and promoting community initiatives/events:

- Proven experience working with an Economic Development cooperative known as the Yorkville Economic Development Corporation and extremely

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strong with building relationships while being responsive to the needs of the business community.

- Strong leadership role in obtaining 400 acres of open space on the Fox River working cooperatively with the Kendall County Forest Preserve, Chicago Boy Scout Council, Corporation for Open Land Protection, The Conservation Foundation and the Yorkville Park Board.
- Coordinated and facilitated, in addition to the comprehensive plan, the Bristol/Kendall Fire Protection District Facility Plan, Yorkville School District Facility Plan and Yorkville Bristol Sanitary District Facility Expansion Plan.
- Assisted with the planning for the City Library Building Referendum for 8.5 million dollars, which was successfully approved by the voters in 2005, and assisting with coordination on the design, financing, and construction.

Experienced and knowledgeable with labor relationships, staff development and selection/appointment of key personnel as demonstrated below:

- Updated the employee manual which was approved in 2004 to meet the new labor relations challenges while addressing career development policies, salary schedules, benefit analysis, retention and enhance recruitment opportunities.
- Experience and knowledgeable with negotiating collective bargaining agreements with the local FOP police union.
- Developed and created an internship program and manual.
- Assisted with the recruitment and selection process for key staff positions.

Chief of Police, United City of Yorkville, IL

- Participated with the implementation of the Kendall County E-911 cooperative centralized dispatch center with in-car computer technology, computerized records management system, computer aided dispatch, E-911 center, shared resources and revenue.
- Involved with the creation and implementation of the Kendall County Chiefs of Police Association, served in the capacity of all executive officers position.
- Space assessment for new police/city hall facility, managed the design and construction of 16,000 sf facility with a costs of 3.2 million dollars.
- Participated with the implementation of the Kendall County Cooperative Police Assistance Team to share resource and manpower for major crime and drug investigations.
- The following initiatives are related to improving efficiency, accountability, delivery of services, career development and fiscal management.
 - Updated and revised employee manual
 - Implemented Employee Performance Based evaluation system
 - Implemented an internship program, Recruitment program
 - Developed 5 year budget forecasting

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- Comprehensive crime initiatives and community programs which engaged citizens, community stakeholders and police...building trust, accessibility, accountability and safe neighborhoods.

Chief of Police, Village of Dixmoor, IL (population 4,000)

December 1985 – April 1991 (Chief)

August 1982 – December 1985 (Detective)

Police Officer, City of Harvey, IL (population 30,000)

October 1978 – December 1981

Finally, throughout my public service career I have been recognized as an ethical and trustworthy leader who is community oriented, problem solver, promotes organizational pride, public policy advocate, with a high understanding of community engagement, history of low personnel turnover, excellent recruitment record while recognizing the high value related to career development as an asset to the municipality and builds organizational pride.

MANAGEMENT STYLE:

- People-oriented, approachable, walk around type of management style, (manage budgets), whereas leadership inspires and motivates people to perform. Here are my leadership characteristics I acquired or demonstrated throughout my career...lead by example, coach, be accessible to the citizens, employees, and council members, participatory, team building, be respectful, encourage through praise, correct in private, treat people as people not objects. With this type of style I have always been successful motivating employees and volunteers while forecasting problems early. Received high citizen ratings regarding police services and citizens feeling safe in their neighborhoods. Furthermore, employee recruitment, retention, and advancement were above average and the successful negotiations of numerous collective bargaining agreements.
- Developed good working relationships with community partners while being active in civic and community affairs.

PERSONAL TRAITS:

- Honest, Trustworthy, Ethical
- Decision maker, Leader, Ethical, Accountable
- Caring, Understanding, Fair
- People person, Light hearted at times, Family person
- Hard worker, Dedicated, Patient, Team player
- Good public speaker, Community Advocate

July 21, 2022

City of Ironwood, Michigan
213 S. Marquette Street
Ironwood, MI 49938

RE: City Manager Application

Candidate desires confidentiality of their interest until time of interview

Dear Ironwood City Commission:

I am writing to submit my application and extreme interest for the Ironwood City Manager position that is listed on the MML / NFBPA website. Through my extensive work with the City of Ironwood over the past 9 years and with my 18+ years of management experience, I believe that I am the ideal candidate to lead the next City of Ironwood era.

Although I have enclosed my career resume, I would like to outline these key attributes of my experience as it relates to the job posting for Ironwood City Manager Position.

Familiarity with the City of Ironwood

I have been heavily involved with many important projects for the City of Ironwood over the past decade and have an established relationship with most of the current City staff and Commission members. Through the following list of projects that I have played a key role in the design, construction, and project management of, I have built a very strong working knowledge of the City's road and utility infrastructure system, as well as the inner workings of the City's budget and management structure:

- Downtown City Square Park, 2019-21
- 2021 Utility Project (Francis, Chestnut, Harding, Ayer Streets, etc.)
- Phase IV Utility Project including Phase 2 of the 16" Watermain out North, 2017-2020
- CDBG Urgent Need Water Main Replacement Project, 2014/15
- SAW Grant, 2013-14 (sewer and storm sewer study)
- Water Asset Management Grant, 2020-21
- Country Club Road Waterline Project, 2020
- Safe Routes to School Project, 2015
- Water Treatment Plant Project, 2020-current

The following are also a few of the higher profile projects in the area that I have also played a significant role in in the Ironwood area:

- Iron Belle Trail, Phase 2 (Ironwood to Bessemer), Grants, engineering, construction management, 2013-2018
- Iron Belle Trail, Phase 3 (Bessemer to Ramsay), Grants, easement & ROW acquisition, engineering, construction management, 2013-2020
- Iron Belle Trail, Phase 4, (Ramsay to Wakefield), Planning, 2013-2021
- Copper Peak, Summer Jumping Facility, 2014-current
- Grand View Hospital Addition, 2014-15
- Park improvement projects at Ramsay Memorial Park, Bluff Valley Park, Little Girls Point, and Mary Street Park Downtown Bessemer
- Saxon Harbor and Gogebic County Road Commission 2016, 1000-year-flood event emergency response

Familiarity with other local, state, and federal governmental agencies

- Being a consultant and engineer in Ironwood, Michigan for the last 9 years, I have an established relationship with most local municipal, county, state, and federal agency partners (including USDA RD, EGLE, MDNR, MDOT, USFS, etc.). These established relationships will be crucial to my success in the Ironwood City Manager role.

Staff Management Experience

- I have been managing staff for the past 18+ years in the following roles:
 - Marcin Engineering (Avon, CO), 2004-2013, I managed a team of engineers, surveyors, technicians, and administrative staff for a consulting firm that varied in size from 8-25 people. I was second in line for this entire time, assisting the owner of the company in personnel and project management, in addition to designing and implementing construction projects.
 - Coleman Engineering, 2013-2021, I managed a team of engineers, surveyors, technicians, and administrative staff for the Ironwood office of approximately 35 professionals. I was one of 4 key managers of this office during that time that ran the Ironwood office under the supervision of the owners of the company who mainly worked out of Iron Mountain, MI.
 - US Forest Service, Ottawa National Forest, 2021-current, I currently manage the Construction and Maintenance crew who are union workers out of the Watersmeet C&M shop. The crew consists of 4 full time operators as well as 9 different seasonal staff over the past 12 months.
- This 18+ years of management experience has provided me with many significant lessons in how to interact with staff and build a successful team environment.

Education and Professional Engineer Registration

- My college education is a Bachelor of Science in Civil Engineering from the University of Minnesota, Twin Cities, graduating in 2000. I have been a Professional Engineer since 2005 and have spent my entire career designing and managing municipal road and utility projects.

Residency in the City of Ironwood

- My wife Kristen and I were home owning residents of the City of Ironwood from 2014-2018. In 2018, Kristen and I made a personal decision to move to 3 miles north into Ironwood Township to have more space and privacy to raise our family and dog.

Budget Management Experience

- In my 20+ years of consulting experience, my role as Project Manager was to identify opportunities for public entities to obtain funding for projects, apply for grants and loans for those opportunities, create budgets and cost estimates, design the projects, manage the budget of the design fees that we had, bid out the project through a public bid process, manage the construction of the project while keeping the project within budget and then close out the project. At every step of the process, budget was always towards the top of the priority list, as well as public health and safety. I have routinely been in charge of managing multi-million-dollar project budgets. In my role at the USFS, I have experience managing budgets from the Owner's perspective. Keeping an organized priority list of projects that are funded and need funding, which staff or consultant can execute the project, and keeping ahead of how to apply for funding future year projects, are some of the top responsibilities in successfully managing public infrastructure.

Municipal Engineering Experience

- As previously stated, my entire career has been focused on municipal engineering. I have extensive experience in engineering and managing construction of drinking water, sanitary sewer, storm sewer, utility, and road projects. I have a good working knowledge of sewage treatment, water treatment, sewage collection, sewer televising, water distribution and other utilities and how they are all put together and what it takes to run and maintain them. If I do not know certain details of a system, I have the resources and aptitude to be able to research them to figure out what is needed.

Grant and Loan Knowledge and Experience

- Throughout my career as a consultant, one of the biggest roles of my job was to write grant and loan applications. I had great mentors teaching me the keys to success on these applications. Building relationships with the state and federal employees who control the funding is crucial. With these relationships, they can help you write thorough applications, know what is most important and know which requirements can be loosened. The application needs to be thorough and follow the directions to ensure that everything requested is provided, so that you can score the maximum points possible. Once you receive the funding, keeping on track with submittal requirements and deadlines is crucial. You do not want to get flagged for having projects open for too long or being an entity that cannot keep up with the paperwork. Once you have established that you are a trustworthy entity (which the City of Ironwood has), then extra funding opportunities are able to be pushed our way, sometime with little to no competition.
- Thorough. Timely. Organized. On Budget. Courteous & Appreciative Relationships. These are the keys to success.

Engrained in the City of Ironwood

- My wife Kristen and I truly did FIND OUR NORTH since moving back to Ironwood, Michigan. With Kristen being born and raised here in Ironwood and with me recreating here in the 80's and 90's, we were ecstatic to have the opportunity to move back here in 2013. We love all of the outdoor recreation opportunities that come with living here and we take advantage of them as much as possible. Our interests include mountain biking, hiking, golf, wood working, boating, crossing country skiing, downhill skiing, ice skating, snowmobiling, and playing in the snow. We have two children currently at the ages of 2 and 5 and we plan on staying in Ironwood for the rest of lives. We are excited to have our children grow up here and have all these recreation opportunities at our disposal. Kristen's family lives here in Ironwood and my family lives just 2.75 hours away in Chetek, WI. We moved here because of the snowy and cold winters, and we love them. We left Vail, Colorado and could have moved anywhere in the world. We chose Ironwood, Michigan because it was where our family is, and it fulfilled our need for outdoor recreation without big city complications. We will not be the people who move here site unseen and decide that the winters are too harsh for us. We are here to stay!

Community involvement

- Starting back at my time living in Colorado, I knew that it was important for me to be an active member in my community, to help drive the community forward in a positive direction. The following list are some the volunteer groups that I have worked for and supported over the past 20 years:
 - Sisu Dirt Crew (mountain bike club), Member since 2015 and Former Secretary

- and Race Director for Copper Peak Trails Fest.
 - Kiwanis Ironwood, Member since 2015 and two-time President.
 - Mount Zion Viewing Deck, lead volunteer to design and build the deck. 2015.
 - Ironwood Parks and Recreation Committee, member from 2013-2018, Chairman of the Committee for the last year of my service.
 - Aspirus Ironwood Hospital, Board Member from 2015-2107
 - Sisu Ski Fest, course setup volunteer through Coleman Engineering.
 - Town of Avon, Colorado Planning and Zoning Commission, member from 2009-2013.
 - Big Buddies Program, Avon, Colorado, mentor of a child from 2003-2012.
 - Michigan's Western Gateway Trail Authority, although I was their paid consultant for many duties, I was able to get Coleman to donate many of my services for leading the Iron Belle Trail project.
 - Wolverine Ski Trails, performed numerous trail bridge designs and permit applications, 2013-2022.
- In my role as City Manager, I look forward to helping many different organizations be successful in many ways through my time, leadership, resources, or ability to help at key times of need. I know there are dozens, if not 100+, local organizations that need help from key community leaders and that the Ironwood City Manager can help push those entities forward.

History of delivering high quality customer service.

- For 20+ years of working as a consultant, my frame of mind has always been to conduct myself in a professional organized manner, be on time and on budget and to deliver high quality professional services that would be well received by the customer who was paying significant money for my work. I have brought this work ethic with me to my current role in the public realm, and it has continued to bring me success in being a good leader and team member. I have learned many skills in design, project management, and interpersonal relationships that help my work environment be successful. My references will all vouch for this.

Ability to maintain the City's growth in year-round recreational activities.

- As stated above, my family and I love to participate in the all the outdoor recreational activities that this area has to offer. I realize that growing these assets is the key to our area's future success. Just in the past 9 years of living here, it has been great to be a key member in developing mountain bike trails, cross country ski trails and the Iron Belle Trail and watching people move here because they want to use these assets in their daily lives for recreation. I have extensive knowledge of the different funding opportunities that are out there to further develop and maintain our recreational assets.

Ability to support existing businesses and recruit additional businesses

- Having been a member of the Ironwood community for the past 9 years, I have been able to establish relationships with many of the area business owners and key personnel. I know many of their hardships and needs and look forward to providing any resources that I can through the Ironwood City Manager role to grow existing and new businesses. My vision for the City of Ironwood is to continue improving the quality of life in the City, by making strategic infrastructure improvements and cleaning up blight throughout the City so that businesses and people of all types will want to continue moving in here to make this their home.

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Overall, I pride myself on my management, organizational and communication skills as well as thoroughness in completing projects. I believe that I will be able to step into the City Manager role to take on a wide variety of challenges and opportunities, to help grow the City of Ironwood as the top place that people want to live in and visit in the west end of the UP!

I am very interested in meeting with the City of Ironwood to discuss my qualifications for the City Manager role. I am available for an interview at your convenience. Please feel free to contact me via e-mail (paulske51@yahoo.com) or call me at (906) 285-1376 to arrange a meeting time. Thank you for your consideration, as I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Anderson', with a long horizontal flourish extending to the right.

Paul Anderson, PE, LSI
Enclosure

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Paul Anderson, PE, LSI

Paulske51@yahoo.com | (906) 285-1376 | E4495 North Star Road, Ironwood, MI 49938

ENGINEERING MANAGEMENT PROFILE

Personnel Manager | Design Engineer | Project Management | Grant Writing

Highly energetic and motivated manager with 22 years of Civil Engineering design, construction, and management experience. Works extremely well in a team environment and experienced at managing dozens of employees. Excellent presentation, communication, organization, and negotiation skills. Experience managing the design and construction of numerous multi-million-dollar civil infrastructure projects simultaneously.

CAREER HIGHLIGHTS

- **Staff Manager** of numerous teams of 5-25 people over the past 18+ years. Experience leading engineers, surveyors, administrative staff, and union equipment operators.
- **Project Manager** in charge of 15-20 design engineering and construction projects simultaneously for the last 18+ years.
- **Civil Engineering Design** on over 1,000 projects with design tasks including: road design, sewer & wastewater, drinking water, storm drain, roadway rehabilitation and retrofit, subdivision design, site development, grading, earthwork calculations, hydrology and hydraulics, bridge design, recreational trails, parks, pavilions, hotels, buildings and retaining walls. Developed plans, specifications and estimates for all of these.
- **Budget Management** – Has successfully led over 50 multi-million-dollar infrastructure projects through public bidding procedures and construction. Contract administration duties include cost estimating, preparation of bid documents, award contracts, process pay requests, lead pre-con & weekly construction meetings, construction inspection, managing numerous inspectors, process change orders & pay requests, review daily observation reports, scheduling, and project close-out inspections.

PROFESSIONAL EXPERIENCE

Transportation Engineer

07/2021 – present

Ottawa National Forest / US Forest Service, Ironwood, MI

- Manager for Construction and Maintenance Crew of 4 full time equipment operators and 9 seasonal staff of laborers and operators. In charge of hiring, on-boarding, off-boarding, performing performance evaluations, handling conflict between staff, handling workflow and assigning work tasks, and coordinating this crews' efforts with other departments and resource groups. Manage the maintenance of 3 graders, 2 dump trucks, a tractor mower a fleet of 70 vehicles and numerous other tools and equipment.
- Project Engineer & Designer of Plan, Specs and Estimates for road, culvert, bridge, facility, and other Forest Infrastructure projects using AutoCAD Civil 3D. Send projects out to contracting for obtaining contractor bids and manage the implementation of the construction phase of the projects.
- Extensive Training on personnel management and information management.
- Perform quarterly and annual evaluations to subordinate employees. Address staff conflicts and take disciplinary action for inappropriate actions. Interview and hire new staff.

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Engineering Manager

04/2013 – 06/2021

Coleman Engineering Company, Ironwood, MI

- Engineering manager for staff of up to 10 engineers, 15 surveyors, 4 geotechnical staff and 3 administrative staff. Engineer of record responsible for supervising multiple teams of staff simultaneously preparing design plans and specifications while monitoring budget and schedule. Perform annual evaluations and provide career guidance to subordinate employees. Address staff conflicts and take disciplinary action for inappropriate actions. Interview and hire new engineers and interns.
- Lead contact with clients, contractors, fellow design professionals and governmental agencies for most major civil engineering projects within the Ironwood office.
- Extensive construction administration experience for all types of civil infrastructure projects. Responsible for creating bid and contract documents, evaluating bids, administering all portions of construction, including pre-construction meetings, weekly construction meetings, change orders, work change directives, pay applications, payrolls, and punch-lists. In charge of negotiating change order work with Contractors.
- Significant amount of experience making public presentations and talking with large groups of people on technical subjects.
- Daily experience contacting different local, state, and federal government regulations.
- Extensive experience dealing with State and Federal funding agencies and following all grant and loan protocols for each different agency.
- Lead inspector in charge of 10+ engineers & professionals performing site inspections on numerous civil infrastructure projects every summer. I routinely responded to different emergency and high conflict situations between Contractor, Owner and Engineer and ensuring that work is completed per approved plans and specifications.
- Lead office engineer and project manager in response to the 2016 Gogebic County Flood which wiped out \$10MIL worth of civil infrastructure.
- In charge of an average of 1-2 projects per month (for 8 years) for applications through MiWaters for joint permits through EGLE and the USACE.
- Use GIS info, aerial imagery, and topographic surveys to perform planning and detailed designs for roads and building site layouts.
- Manage and direct geotechnical drilling staff performing field work for design work.
- Perform planning and land acquisition for trail and road layout designs. Analyze multiple routes for construction and acquisition. Negotiate land acquisition.
- Routinely perform construction cost estimates for projects ranging from \$20,000 - \$10,000,000.

Engineering Manager

11/2002 – 03/2013

Marcin Engineering, Avon, CO

- Engineering manager for staff of up to 10 engineers, 10 surveyors, and 3 administrative staff from 2004-2013.
- In charge of Business Development Sales for procuring new work and networking with fellow professionals, government officials and industry leaders.
- Lead contact with clients, contractors, fellow design professionals and governmental agencies for most major projects within the office.
- Design plans, specifications and estimates for roadways, culverts, site layouts, hotels, parks, sewer, water, storm sewer, gas, electric, communications and drainage systems for industrial, municipal, residential, and commercial projects.
- Extensive contract administration and inspection for civil infrastructure projects.
- Serve as Town Engineer for several municipalities: review design projects and manage other design consultants by reviewing their work and schedule.
- Design projects under numerous different local, state, and federal regulations.
- Achieved advanced proficiency and trained numerous employees on AutoCAD Land Development software.

Engineer I

01/2001 – 08/2002

Xcel Energy/Utility Engineering, Minneapolis, MN

- Civil and structural design of numerous heavy industrial power plant renovation projects. QA/QC inspections of over 300 auger cast piles at plant in Louisiana.
- Field engineer on coal waste landfill construction with duties including scheduling, preparation of construction estimate, soliciting contractor bids, QA/QC inspections and preparing operation manuals and construction certification reports for the MPCA
- Design of flood control berm project including the design of retaining walls, earthen berm, stability of reinforced slopes, and structural plant modifications.

Engineering Intern

06/1998 - 09/2000

Bonestroo Rosene Anderlik and Associates, St. Paul, MN

- Construction inspections and management of municipal and residential infrastructure projects throughout the Minneapolis-St. Paul metro.
- Performed quality control and quality assurance inspections of pipe (water, sewer, and storm sewer) installation, bituminous roadway construction, the construction of concrete curb and gutter and sidewalks, and all grading work.
- Prepared daily and weekly project field reports, processed pay requests, created as-built plans, prepared and checked off contractor punch lists.
- Performed construction staking and topographic surveys of civil infrastructure projects.

EDUCATION

- **University of Wyoming** 2008-2010
Outreach Program, Land Surveying Studies
- **University of Minnesota – Twin Cities** 1996-2000
Bachelor of Science in Civil Engineering
- **Oregon State University** Spring 2000
National Student Exchange, Civil Engineering Studies

LICENSURE

- Licensed Professional Engineer, Michigan, #6201060091
- Licensed Professional Engineer, Colorado, #39714
- Land Surveying Intern, Colorado, #60345

COMMUNITY INVOLVEMENT

- **Member and Former Secretary and Race Director**, Sisu Dirt Crew, Ironwood, MI 2015 – Current
 - **2 Time President and Member**, Kiwanis Ironwood, Ironwood, MI 2015 – Current
 - **Lead Volunteer on building Mt Zion Deck**, Ironwood, MI 2015
 - **Member and Chairman**, Parks and Rec Dept, Ironwood, MI 2013 – 2018
 - **Board Member**, Aspirus Ironwood Hospital, Ironwood, MI 2015 – 2017
 - **Commission Member**, Town of Avon Planning and Zoning, Avon, CO 2009 – 2013
 - **Big Buddies Mentor**, Big Buddies Program, Avon, CO 2003 – 2012
-

Andrew J. DiGiorgio

906-364-5056 | digiorgio@cityofironwood.org

July 19, 2022

Mayor Corcoran and Commissioners
City of Ironwood
213 S. Marquette St.
Ironwood, MI 49938

Dear Mayor Corcoran and Commissioners:

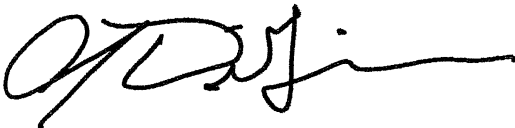
It is with continued interest and enthusiasm that I respond to your advertisement for City Manager, Ironwood, Michigan. I believe that my experience and education combine to create a perfect match for this position and would appreciate careful consideration of my qualifications as presented below and within my enclosed resume.

I am interested in this position because I have a vested interest in the welfare of the City of Ironwood. Born and raised in Ironwood and having spent the last 17 years working for the city, I am well acquainted with the city culture and the dynamics surrounding the municipal government. Living in the Northwoods offers a quality of life that cannot compare anywhere else. I am deeply convinced Ironwood provides the opportunity to "Find Your North." I can appreciate the concerns of the Ironwood citizens, city staff, and political leaders. I consider it a priority to foster good working relationships between city leaders, citizens, and community stakeholders.

My commitment to the city in conjunction with my work and life experiences renders me an ideal candidate for this position. Former City Manager Scott Erickson has recognized my ambition and fervor. Over the past year, Mr. Erickson has mentored me on the management of daily city operations, financial management, and adherence to the guiding principles of the comprehensive plan to best allow for informed recommendations.

I am seeking an opportunity to maintain the quality of existing leadership and participate in the continued growth of a transparent, progressive community. Thank you in advance for your time and any consideration you may give me. I look forward to hearing from you.

Sincerely,



**Andrew J. DiGiorgio
Director of Public Safety
City of Ironwood**

Enclosure

Andrew J. DiGiorgio

906-364-5056 | digorgio@cityofironwood.org

Executive Summary

An accomplished goal-oriented and result-driven executive leader with a successful 10-year career leading and managing Ironwood Public Safety Department. As current Interim City Manager, has continued to facilitate the city's growth and development through strategic partnerships and effective communication while maintaining integrity.

Synopsis

LEADERSHIP AND MANAGEMENT EXPERIENCE

- Managed dispute resolution with successful results.
- Provide direct oversight and execution of city-wide budget.
- Spearheaded development of new vision and mission statement.
- Provided strategic organizational direction and planning.
- Initiated full policy revision for agency accreditation process.
- Implemented a management plan to support city goals and plans.
- Provided guidance to various departments to achieve specific outcomes.
- Implementation of capital projects in compliance with capital improvement planning.
- Exercises judicious use of money and resources while maintaining quality.
- Serves as executive liaison to the community, staff, and elected officials.
- Involved in a variety of community-based planning efforts.
- Advocated for cultivation and implementation of city branding and placemaking efforts.
- Provides strategic direction for development of projects.
- Ability to shape organizational response utilizing strategic foresight.

COMMUNITY RELATIONS & COMMUNITY AND ECONOMIC DEVELOPMENT SKILLS

- Experience working closely and communicating effectively with diverse community partners in an ever-changing work environment.
- Developed and initiated programs to provide education and advocacy for community members.
- Ability to facilitate productive working relationships with community shareholders, staff, and elected officials.
- City liaison for the Diversity, Equity, and Inclusivity team.

INTERPERSONAL STRENGTHS

- Works effectively with assorted groups to reach city and community goals.
- Committed to building and maintaining a strong public image for organization.
- Interacts with staff, citizens, and public officials to facilitate teamwork and growth.

Experience

INTERIM CITY MANAGER | CITY OF IRONWOOD | JUNE 2022 – PRESENT

- Responsible for all development and operational functions to include direct oversight of all municipal departments.
- Maintain communication with staff and city commission.
- Maintain correspondence with city engineer and consultants pertaining to construction planning, design, and implementation.
- Provides support to each department through strategic planning, project management, and complex problem-solving.
- Oversee the development and administration of the city's budget.
- Participated in successful labor agreement negotiations with both municipal unions.
- Managed disciplinary resolution in accordance with city policy and procedures.
- Application of analytical skills resulting in practical and accurate management recommendations.

DIRECTOR OF PUBLIC SAFETY | IRONWOOD PUBLIC SAFETY DEPARTMENT | 2011 – 2017, 2019 – PRESENT

- Responsible fiscal budget operation as evidenced by adhering to budget.
- Transitioned agency culture and philosophy from traditional to community-based model.
- Built strong relationships amongst local law enforcement agencies, human service agencies, and additional governmental entities.
- Ensured alignment of short and long-term planning with defined city goals.

POLITICAL SCIENCE AND HISTORY PROFESSOR | GOGEBIC COMMUNITY COLLEGE | 2017 - 2019

- Developed and instructed collegiate-level history and political science curriculum.

PUBLIC SAFETY OFFICER | IRONWOOD PUBLIC SAFETY DEPARTMENT | 2004 - 2011

- Performed all aspects of police and fire duties using training, education, and effective communication.

SHIFT SUPERVISOR | NORTH MEMORIAL MEDICAL CENTER | 1999-2003

- Oversaw staff of fifteen at 500-bed Acute Care, Level I Trauma Center.
- Was responsible for the direction and coordination of shift assignments, staff scheduling while supporting challenging situations.
- Assisted with employee performance reviews, new hire interviews, and competency reviews.

Education

MASTER OF PUBLIC ADMINISTRATION | 2014 | ASHFORD UNIVERSITY

- Emphasis: Political Science

MASTER OF ARTS | SOUTHERN NEW HAMPSHIRE UNIVERSITY

- Completed 18 credits to meet community college teaching requirements.
- Emphasis: American History

BACHELOR OF ARTS | 2011 | ASHFORD UNIVERSITY

- Social Science
- Emphasis: Political Sciences

ASSOCIATE OF APPLIED SCIENCE | 1994 | UNIVERSITY OF ST. CATHERINE

- Respiratory Therapy

Professional Affiliations**INTERNATION ASSOCIATION OF CHIEF OF POLICE****MICHIGAN ASSOCIATION OF CHIEF OF POLICE****FBI-LAW ENFORCEMENT EXECUTIVE DEVELOPMENT ASSOCIATION****IRONWOOD-HURLEY ROTARY CLUB**